

VACANCY



Flen Health; Where Vision meets Reality.

Flen Health is an international, innovative wound care group with companies based in Luxembourg, Belgium, Netherlands, Germany and UK.

In a few years' time, it gained a leading position in the Belgian wound care market, its Home market and is working towards reaching this on an international level. This result is due to a twofold reason: (1) dedicated people (2) products combining innovation with significant progress in wound care, inspired by our motto: ***We help you live the life you love.***

We are looking for a *Quality Assistant*, for immediate start, based in Kontich.

Tasks and responsibilities:

You will work within the quality team and you assist and support the Head of Quality concerning the maintenance of the documents and records of the internal quality management system in order to be compatible to ISO and other regulations. You do the necessary registrations, you gather info and make summary reports that will be used to do analyses to check the effectiveness of the Quality management system.

Primary activities include, but are not limited to:

- Digital filing of quality related documents, including documents of third parties, in order to manage the quality management system in an efficient way: periodic revision, follow up, assessment, publication, distribution, archiving.
- Assist in administrative tasks concerning to implementation of an upgraded quality management system software.
- Do the registrations and follow up of quality related processes (corrective actions, complaints, returned goods, audits, changes, ...).
- Administrative support of the Head of Quality concerning projects where the quality department is involved.
- Manage Quality administration, playing an intermediate role in harmony with other Flen Health actors on any Quality arrangements,
- Incoming calls, mail management of quality mailbox,
- Respect the quality and company procedures that are related to the whole Quality process and follow up administration.

Qualifications requirement:

- Fluency in English and Dutch
 - Required languages:
 - English: C1 - C2
 - Dutch: C1 - C2
 - French: would be an advantage,
- Quality and result orientation
- Autonomy: ability to work independently as well as a team player,
- Must be able to handle multiple assignments concurrently and have the capacity to produce high quality results across multiple projects while working under pressure of short deadlines,
- Respect deadlines

Education:

- Bachelor Degree or equivalent skills by work experience
- Experience (min of 3 years) working as a quality assurance assistant
- Good knowledge of quality management standard (ISO 13485 or ISO 9001,...)

Overall knowledge:

- Good knowledge of MS Office (Word, Excel and Powerpoint)
- Experience of quality management documentation software system (knowledge of Vivaldi is a benefit).

Work at Flen Health :

Flen Health is a young and fast-growing, independent organization with short communication lines, and where entrepreneurship is appreciated. Its products are innovative, patented and are well regarded by the key opinion leaders internationally.

Several highly motivated and enthusiastic colleagues have already joined Flen Health and contribute to its success. As an expanding company, we offer possibilities for personal development and growth.

We look forward to receive your application at the following email address:
liesbet.saen@flenhealth.com